

2 October 1964

STATINTL



During the past week we have been reminded of the need for a notice or regulation pertaining to the new Dual Compensation Act (PL 88-448), the settlement of claims against the U.S. by military and civilian employees (PL 88-558), a mail processing handbook (reported to have been approved by Colonel White in July 1963) and a Correspondence Handbook.

Most of these may be in the works somewhere but if they are not would you please assign responsibility for their preparation and in the case of the Mail Processing Handbook and the Correspondence Handbook I believe we should give them a little push - one way or the other.



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SECRET

3 September 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Mail Processing Handbook

1. [] DD/P representative on the Mail and Courier Task Force, called me today concerning progress on the Task Force's recommendation for development of a Mail Processing Handbook. (On 12 July 1963, Colonel White wrote in a memorandum to Mr. Kirkpatrick, "I have assigned a member of the Records Administration Staff to write a suitable handbook.")

2. [] informed me that [] had asked him to give precedence to a new Correspondence Handbook and, consequently, work on the Mail Processing Handbook had to be postponed; however, he thought he would be able to assign someone to the task about 1 November 1964.

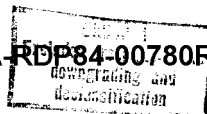
[]
Office of DD/S

Distribution:

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TRANSMITTAL SLIP		DATE
TO: Executive Director DDS		
ROOM NO. 7E12	BUILDING Hqs.	
REMARKS: To DDS - many thanks. It looks like a very worthwhile effort. LBR		
Noted for Col. White's log.		
FROM: Deputy Director (Support) EXEC. DIRECTOR		
ROOM NO. 7D18	BUILDING Hqs.	

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

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